



# North Queensland Land Council

Native Title Representative Body Aboriginal Corporation

## POSITION DESCRIPTION

<b><u>POSITION:</u></b>	Senior Legal Officer
<b><u>LOCATION:</u></b>	Cairns or otherwise as may be agreed
<b><u>DESCRIPTION:</u></b>	Provide legal advice, particularly in respect of future acts and governance compliance and as a member of a multi-disciplinary team. Contribute to the satisfactory performance of NQLC's statutory functions as a Native Title Representative Body under the <i>Native Title Act 1993</i> .
<b><u>UNIT:</u></b>	Future Acts, Mining and Exploration (FAME) Unit
<b><u>LEVEL:</u></b>	Executive Level 1, Step 1
<b><u>SALARY:</u></b>	\$120,740.64 per annum
<b><u>REPORTING TO:</u></b>	Principal Legal Officer (PLO) through the Senior Legal Officer-Coordinator, FAME Unit

### **KEY WORK DUTIES:**

1. Participate as a member of the FAME Unit in the efficient and effective delivery of the services of the FAME Unit, including contributing to the identification of the needs of NQLC clients and staff and the development of strategies and actions to achieve desired outcomes.
2. Provide legal advice to, take instructions from, and represent (including the conduct of negotiations) native title parties in relation to future act activities, ensuring that the legal advice and consequences of different courses of action is sufficiently understood for clients to provide informed instructions.
3. Draft, revert and settle a range of agreements including, but not limited to: ILUAs, Cultural Heritage Management Agreements/Plans, and Ancillary Agreements.
4. Provide legal advice to, take instructions from, and represent Prescribed Bodies Corporate in relation to drafting and implementation of Rule Books and specific requests in relation to governance compliance.
5. Prepare briefs to external legal consultants, mineral economists and other experts as required.
6. Prepare regular reports, including statistical information, to the Senior Legal Officer- Coordinator FAME Unit and CEO as required.

7. Assist the Senior Legal Officer-Coordinator, FAME Unit maintain and enhance the various administrative systems both manual and digital within NQLC, having specific regard to recording future act notifications; design, delivery and outcomes of work activities; developments related to specific tenements, including any related negotiations; and other future act matters as they may arise.
8. Maintain an awareness of all legislation of Commonwealth and Queensland governments related to the work of the FAME Unit specifically and NQLC generally.
9. Actively participate and contribute at an appropriate level as a member of a team of legal practitioners employed by the NQLC to ensure the provision of adequate legal services to the NQLC and its constituents, including internal legal and other meetings relevant to the position.
10. Assist the Manager, FAME Unit, PLO, CEO and other NQLC staff to ensure compliance with relevant legislation, contractual obligations and any terms or conditions required by funding agencies.
11. Fulfil all professional legal responsibilities required to maintain a Practising Certificate to practice law in the State of Queensland and enrolment on the Roll of Practitioners of the High Court of Australia.
12. Perform other duties, including assisting other NQLC lawyers with work associated with progress of Native Title claims, if required and directed by supervisory staff.

**SELECTION CRITERIA:**

1. A demonstrated understanding of, and respect for, Aboriginal societies, cultures, sensitivities and the issues affecting Aboriginal People in contemporary Australian society.
2. Minimum four years of post-admission practice and hold or be eligible to hold a Practising Certificate in Queensland and be enrolled or be eligible to be enrolled on the Roll of Practitioners of the High Court.
3. Practice experience in the fields of corporate, commercial, environmental or property laws will be highly regarded. Practice experience working in a NTRB/NTSP, particularly future act work, will be favourably considered.
4. Detailed knowledge or ability to quickly acquire knowledge, of the laws and jurisdictions relevant to the work of the FAME Unit and functions of the NQLC.
5. Proven ability to interrogate legal issues, provide sound, timely advice and demonstrated high level written, verbal and interpersonal skills to effectively communicate such.
6. Demonstrated high level skill in drafting contracts, agreements and other documents.
7. Demonstrated ability to negotiate effectively.
8. Demonstrated ability to coordinate a range of legal tasks and deliver work to strict timelines with minimum supervision, and at times supervise other staff.
9. Demonstrated ability to be a cooperative member of the team, effectively contributing to achieving corporate objectives.
10. Preparedness to travel to remote locations when required.
11. Hold or be eligible to hold a Queensland Driver Licence.